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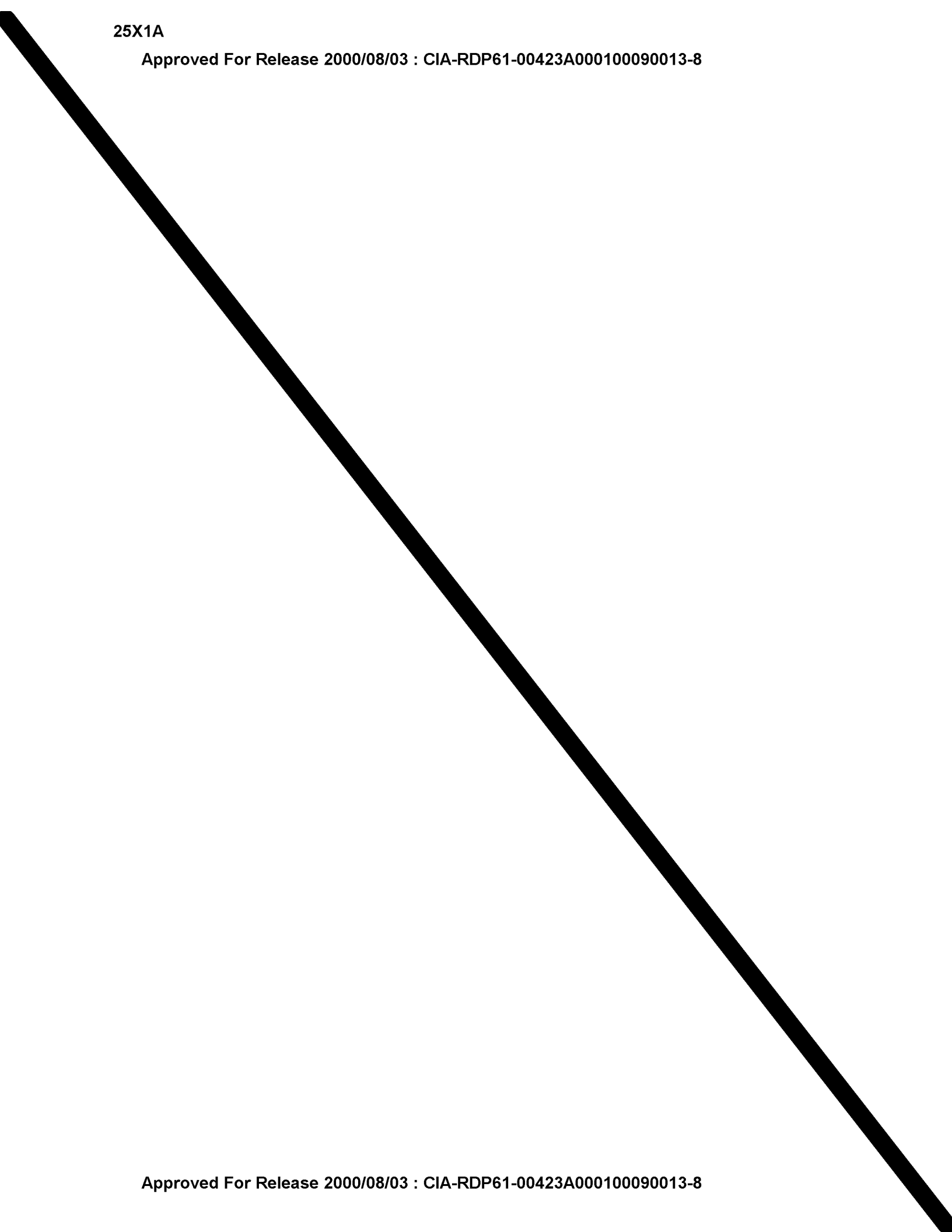

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Personnel functions performed by the Office of the Chief include:

1. Handling insurance and medical claims for field personnel.

2. Liaison for field personnel with the Credit Union.

3. Preparation of duty status list for contract and SA personnel.

4. Maintenance of the Division's locator file.

The time required to perform these functions should be available through the elimination of the duties proposed for transfer to the B & F Section. There was no significant backlog of work at the time of this review.

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